QEB0504
End-of-Fiscal-Year (EOFY) Instructions

02 Sep 05

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OSSG/KABH

EOFY Execution Phases

- Centralized Execution
  - Funded Requirements
- Decentralized Execution
  - Unplanned Planning Requirements

Centralized Execution Phase
(1 of 3)

- Customer units enter requirements into QEB collection tool from 20 Jul 05 through 12 Aug 05
- QEB requirements collection tool will not be available via AFWay after the collection period; changes to or additions of requirements will not be available
- Customer must submit certified funding documents using OSSG cost estimates by the end of the collection period
- If funding becomes available after the end of the collection period, the customer units have the opportunity to utilize the decentralized execution phase via AFWay

Centralized Execution Phase
(2 of 3)

- OSSG/KABH will only accept funding documents via email (SSG.Coop.Desk@gunter.af.mil). AF customer units are required to submit either the AF Form 9 or 616. Non-AF customer units may submit MIPRs (DD Form 448s).
- Funding documents should contain following info
  - QEB Requirements Collection Tool Order Number
  - Rank/Name of Equipment Custodian/Control Officer
  - "Mark for" Information
  - DODAAC
  - Commercial Address (including building/room number)
    - ***APO Addresses cannot be accepted***
  - Commercial Phone Number (including area code)

Centralized Execution Phase
(3 of 3)

- MAJCOM / DRU / FOA representatives will validate all respective orders in the QEB requirements collection tool
- OSSG/KABH will solicit a “spot bid” request for quote of the validated and funded requirements from the collection tool to the vendors who have Enterprise Hardware Agreements (EHAs) for desktops, laptops, and server (DLS)
- OSSG/KABH will present the vendor proposals to the Air Force ITCC for review/consideration according to best value criteria
- The ITCC will make present OSSG/KABH with a decision based on the best overall value to the Government
- OSSG/KABH will accomplish all the contracting

Decentralized Execution Phase
(1 of 3)

- Decentralized ordering via AFWay and not the QEB collection tool will be available o/a 01 Sep 05
- Customer units should ensure that individuals inputting requirements are familiar with AFWay user instructions and the computer based training (CBT)
- Customer units are required to input all unfunded planning requirements into AFWay by 15 Sep 05
  - This action will provide the customer unit a placeholder so purchases may be made once fallout funds are available
  - The “wish list” capability can initially be utilized, but it should be started as an order in the AFWay workflow by 15 Sep 05. Once, the order is started in the workflow, the quantities and items can not change.

Decentralized Execution Phase
(2 of 3)

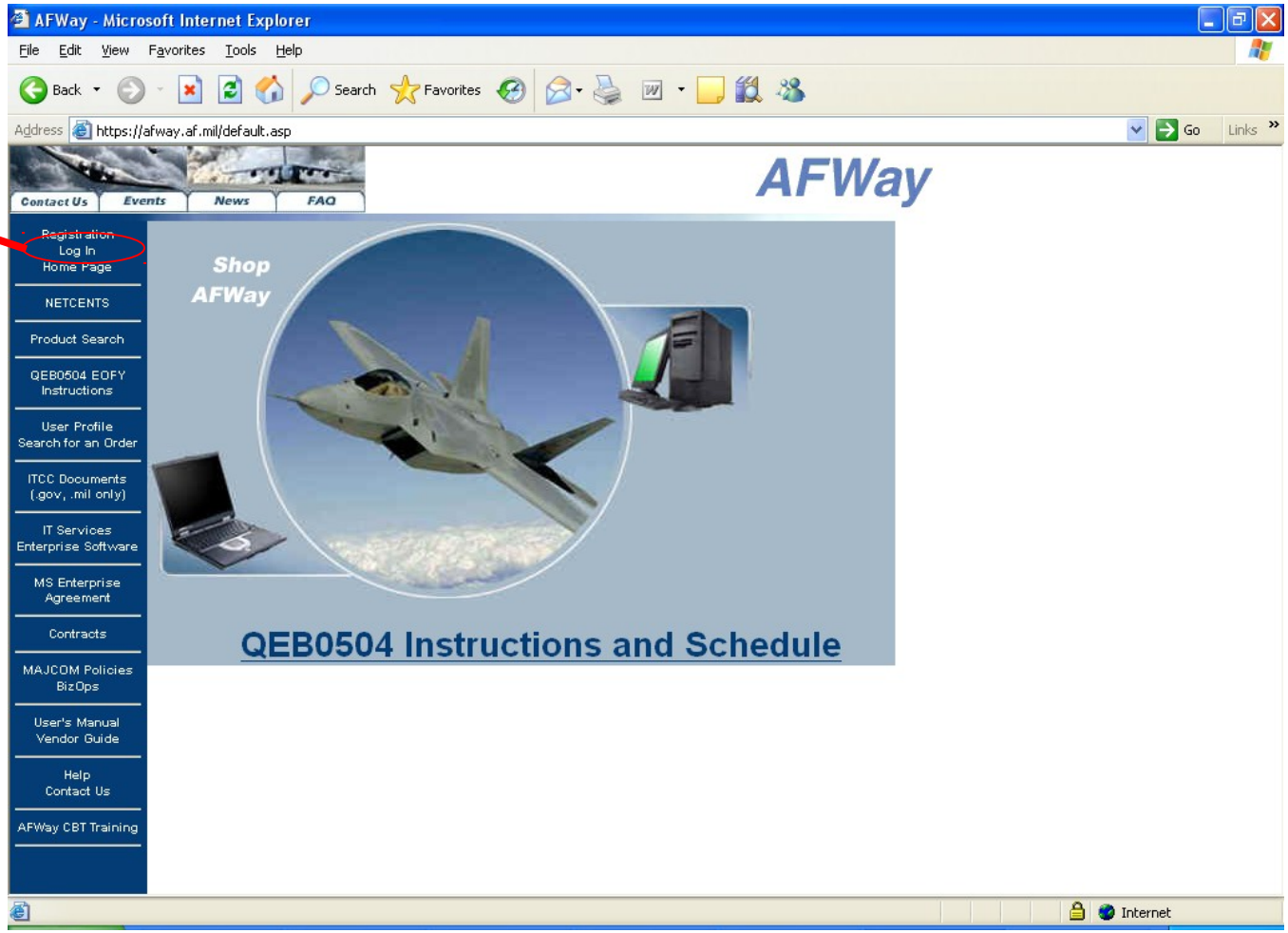
- Winning vendor pricing from the “spot price” RFQ in the centralized execution of QEB0504 will only be applied to decentralized purchases accomplished via AFWay
- If a customer unit or local contracting office can not utilize AFWay, OSSG/KABH can authorize vendors to extend the pricing from the “spot price” RFQ in the centralized execution of QEB0504 on a cases-by-case basis
- Units without a supporting contracting office may contact OSSG/KABH for assistance in executing orders

Decentralized Execution Phase
(3 of 3)

- Local contracting offices supporting customer units with the decentralized purchase do not need any further competition
- Customer resource advisors and supporting contracting offices will ensure correct funding is utilized
- Delivery orders or Government Purchase Card (GPC) purchases may be placed against the appropriate DLS EHA managed by OSSG/KABH
- Bypass the AFWay RFQ and accomplish an AFWay order by clicking on “product search” and “End-of-Fiscal-Year QEB0504” to locate QEB product categories and winning vendors and pricing
- All other AFWay workflow and processes remain the

AFWay Procedures
(1 of 2)

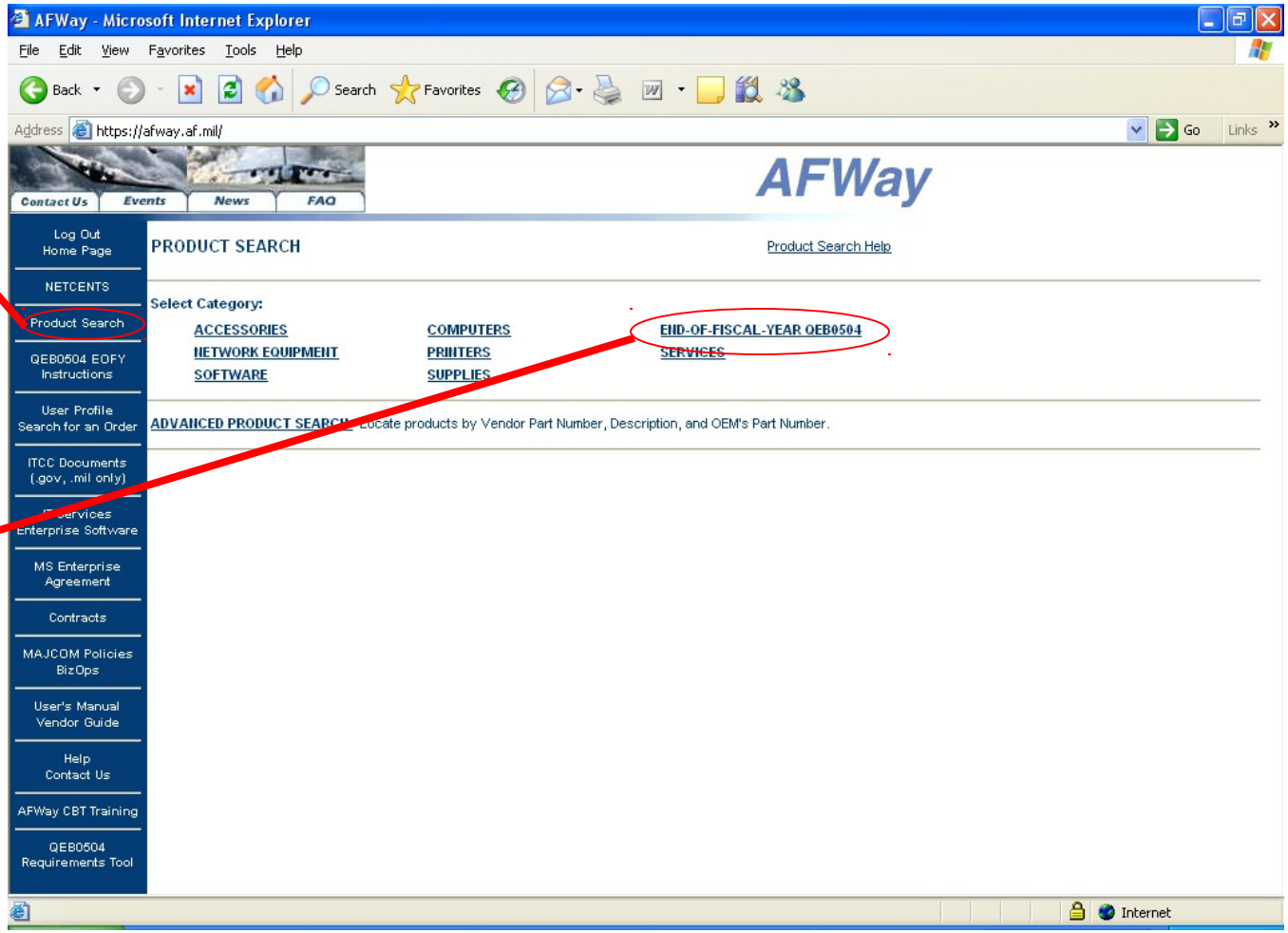
1. **Login**



AFWay Procedures
(2 of 2)

2. Click on Product Search

3. Click on End-of-Fiscal-Year QEB0504



FAQs

- ***Where do I go for help in either the <u>Centralized</u> and <u>Decentralized</u> Execution Phase?***
  - Contact the OSSG Field Assistance Branch (FAB)
    - 334-416-5771, option 1, option 1 then option 5, or DSN 596-5771 option 1,1 then 5, or Team5@gunter.af.mil.

- ***How do I know my order was placed in the <u>Centralized</u> Execution Phase?***
  - Order status page is posted on the AFWay home page and updated every afternoon

- ***How do I know my funding is obligated in the <u>Centralized</u> Execution Phase?***
  - Once your funding document is complete, signed and received by OSSG and the order is ready to be issued, you can count on the funding to be obligated before 30 Sep 05. The distribution of the delivery order will be uploaded to the QEB website (https://www.gunter.af.mil/aq/QEB/) for the funding POC to verify that funds have been obligated

- ***Can a software image be loaded on the computer in requirement?***
  - 25 computers in each product category are required in order to request a specific software image; multiple orders can be grouped together to reach that minimum
  - Both Centralized and Decentralized customers can identify a POC for software imaging; however, this could further delay delivery

FAQs

- ***How soon will I get my computers in the <u>Centralized</u> and <u>Decentralized</u> Execution Phase?***
  - Centralized Execution: Vendors have thirty (30) days to deliver the products order in from the date of the order or upon receipt of the desired software image
  - Decentralized Execution: Vendors have forty-five (45) days to deliver the products from the date of the order or upon receipt of the desired software image
- ***Can a software image be loaded on the computer in requirement?***
  - 25 computers in each product category are required in order to request a specific software image; multiple orders can be grouped together to reach that minimum
  - Both Centralized and Decentralized customers can identify a POC for software imaging; however, this could further delay delivery
- ***What if I received an incorrect or incomplete order from the Centralized Execution Phase?***
  - Contact the vendor listed on the front page of your delivery order or the OSSG Field Assistance Branch (FAB)
- ***How do I get my bill paid by DFAS?***
  - On page 2 of the delivery order, there are instructions for the person receiving the order